



North Pole Community Chamber of Commerce (NPCCC)
441 N. Santa Claus Ln
North Pole, Alaska 99705

Job Description

Job Title: NPCCC Welcome Center Host
Reports To: NPCCC Welcome Center Director

Status: Part-Time, Exempt
Date: October 10, 2024

Position Summary: Assist in NPCCC daily operations of the Welcome Center. Responsible for external relationships with organizations, members, businesses, stakeholders, and community members. Assist with events run by the NPCCC. Provide accurate information to new residents, businesses, job seekers, and visitors about the North Pole Community as defined by the Board of Directors.

Duties/Responsibilities:

- Operate and maintain Welcome Center year-round.
- Represent and promote NPCCC and their defined North Pole Community.
- Solicit enrollment to both new and renewal members through sales calls and presentations as well as solicit advertising sales.
- Assist Board of Directors with special events and activities including regularly scheduled meetings.
- Perform other duties and projects as needed.
- Sell items at Welcome Center with Point of Sale System.
- Coordinates distribution of North Pole Community collateral material to sites throughout Alaska.
- Process and fulfill response to direct and indirect inquiries.

Education/Experience/Preferred:

- One year of work experience.
- Must have good interpersonal communication skills and be a team player.
- Good sales, marketing and customer service skills.
- Good analytical and problem-solving skills.
- Knowledge of PC's, including word processing, spreadsheets, and database software.
- Goal-oriented, reliable in meeting deadlines, well organized and a consensus builder.
- Proven organizational skills with ability to multi-task assignments with specific deadlines.

Work Requirements:

- May be required to work evenings and weekends.
- Must possess a valid Alaska Driver's license.
- Must possess and show proof of car insurance.
- Must have reliable transportation.
- Must be able to lift up to 30 pounds.
- Business casual dress required.

North Pole Community Chamber of Commerce is an Equal Opportunity Employer

Disclaimer: The above information in this description has been designed to indicate the general nature and level of work performed by the employee within this job. It is not designed to contain or be interpreted as comprehensive inventory of all duties, responsibilities, and qualifications required of employee assigned to this job.